



# Dual Employment

August 18, 2009



## New BEACON Dual Employment Form

- BEST requires new form for new BEACON to BEACON dual employment.
- Agencies are free to use new form to document existing dual employment.
- If the work, position number or hourly rate change, a new form must be submitted with explanation.
- Form must be signed by all parties and submitted by the parent agency for BEST to act on payment.



## Dual Employment Processing

- Parent agency sends form to BEST, ticket is created and moved to BEST HR.
- BEST HR reviews, processes and moves to BEST Payroll for payment.
- ALL payments are to be handled by BEST HR and Payroll, not agency payroll.
- Parent and Borrowing agencies should NEVER touch the employee's dual employment history.



## Timesheets for Dual Employment

- Employee is switched to POSITIVE time for parent agency
- Employee enters ONLY time worked for parent agency in ESS
- Employee completes paper timesheet for borrowing agency work
- Paper timesheet is signed by employee, borrowing agency supervisor and parent agency supervisor
- Paper timesheet is sent by Parent agency to BEST for processing



## Borrowing Agency Timesheet must have....

- Borrowing agency title
- Employee's name and employee number
- Position number used by borrowing agency
- Hourly rate of employee and any other premiums to be paid
- Specific dates and hours worked each date
  
- Paper timesheet is signed by
  1. Employee
  2. Borrowing agency supervisor
  3. Parent agency supervisor



## Sending Timesheets....

- **DO NOT SEND DUPLICATE TIMESHEETS OR FORMS!**
- **DO NOT SEND TIMESHEETS TO BEST PAYROLL!**
- **SEND TIMESHEETS ONLY TO BEST HR.**
- **PARENT AGENCY** sends timesheets to BEST for processing



## A Few Notes

- Timesheets should NOT be future dated.
- Employee will not receive payment until AFTER time is actually worked.
- BEST will pay for hours worked that are received by payroll deadline – the day BEFORE corrections start to run.
- Any hours that fall after that will be submitted on the next payroll.
- Payment will show up on a separate line as Dual Employment